

ADMINISTRATIVE ASSISTANT

OPEN PERIOD: 07/03/2000 – 08/04/2000

SALARY: 25,042.00 TO 34,250, ANNUAL

HIRING AGENCY: DISTRICT OF COLUMBIA OFFICE OF THE INSPECTOR GENERAL, WASHINGTON DC

CONTACT: MELVINA L. COAKLEY

PHONE: (202) 727-5112

DISTRICT OF COLUMBIA OFFICE OF THE INSPECTOR GENERAL
INSPECTIONS AND EVALUATIONS DIVISION

717 14TH STREET , NW SUITE 930

WASHINGTON, DC 20005

MAJOR DUTIES:

Provides administrative, clerical and technical support to facilitate the workflow of the Inspections and Evaluations Division. Functions as the Administrative Assistant to the Assistant Inspector General for Inspections and Evaluations and the Deputy Assistant Inspector General for Inspections and Evaluations, providing dedicated administrative support and performing special assignments. Exercises initiative and good knowledge of the organization and applicable office procedures. Receives and refers incoming mail, and reads and summarizes, as appropriate, incoming correspondence and reports, inquiries, etc. Types correspondence, reports, memoranda, and edits a variety of material, ensuring consistency of format and proper grammar and punctuation in final products. Establishes, maintains, and retires official files and records. Orders and maintains office supplies, equipment, repairs and other services.

QUALIFICATIONS REQUIRED:

Must be skilled in using various types of software applications such as word processing, database management, spreadsheets, presentation software and electronic mail and be able to type at least 50 words per minute. Must have a minimum of five years of specialized experience that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. Experience must be in or closely related to the work of the position as described.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Applicants should submit a narrative statement on a separate page(s) with specific responses to the following knowledge, skills, and abilities (KSAs). Failure to submit your narrative responses to the KSAs for this job will negatively affect your being considered for this position.

1. Experience in operating a personal computer and knowledge of advanced functions of a variety of office automation systems and software to produce a wide range of documents requiring complex formats and graphics.
2. Excellent knowledge of grammar, punctuation, and spelling and the ability to independently recognize and correct grammatical and procedural errors.
3. Demonstrated ability to communicate well orally and in writing, including the ability to exercise a high degree of tact and diplomacy in interacting with diverse staff, visitors, callers, and to compose correspondence.
4. Demonstrated ability to research files and source documents in order to locate and assemble information for own use and for use of staff in preparing reports, briefings, and correspondence.
5. Skill in carrying out administrative support responsibilities in order to coordinate office activities and carry out the day- to- day work of the office.
6. Strong organizational and administrative skills in order to organize work, prioritize tasks, and meet own deadlines, as well as track action items assigned to other staff members to ensure timely action.
7. Demonstrated ability to recommend changes to office administrative policies; to develop and implement new procedures; to assess the administrative requirements of a variety of work projects; and to foresee potential problems.

BASIS OF RATING:

Applicants meeting basic eligibility requirements will be rated and ranked on the knowledge, skills, and abilities required to perform the duties of the position. Please review KSAs carefully. Include in the write-ups such things as experience that gave you the specific knowledge, skill or ability; objectives of your work; and evidence of your success (such as accomplishments, awards received, etc.)

CONDITIONS OF EMPLOYMENT:

All new hires are required to submit to a drug test and background investigation. A valid driver's license is also required.

HOW TO APPLY:

Please submit the following documents to the address provided in this announcement:

- (1) A resume and cover letter
- (2) Narrative assessment of your qualifications in terms of the Knowledge, Abilities, and Skills identified within this announcement. Describe experience, education, training and self-development as related to the KSAs.

Applicants who fail to submit all required documents and information requested by the closing date of this announcement will not be considered. Qualifications will be evaluated solely on the information submitted.

For additional information about this position please contact:

MELVINA L. COAKLEY
PHONE: (202) 727-5112

Please submit your application package to:

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